



**THE STATE BAR OF CALIFORNIA
COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS**

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**GENERAL INFORMATION -
TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES**

Testing accommodations are available to individuals with mental or physical disabilities as defined under Rule XVII of the *Rules Regulating Admission to Practice Law in California (Rules)*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants and provide adequate rationale to support their request. The Committee of Bar Examiners (Committee) policies, procedures and forms to file a petition for testing accommodations are available online at www.calbar.ca.gov/admissions or upon request.

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed. Initial processing of a petition generally takes a minimum of 30 days and processing of petitions requiring review by outside consultants retained by the Committee or those requiring applicants to submit additional documentation may take longer. In order to ensure that processing is completed timely and that applicants are able to avail themselves of all administrative remedies, early filing is strongly encouraged.

All petitions for testing accommodations **based upon disabilities existing prior to the testing accommodations petition final filing deadline, must be received by the State Bars Office of Admissions no later than the final filing deadline for testing accommodations petitions, although earlier filing is strongly encouraged.** The fact that an applicant was unable to get an appointment with his/her specialist before the final filing deadline, is not grounds for consideration as an emergency petition. Petitions may be filed prior to filing an application for the examination; however, the applicant must be registered with the Committee, otherwise the petition will not be processed. Requests for new or expanded accommodations from applicants who received accommodations during previous examinations must also be received no later than the testing accommodations final filing deadline and must be filed separately, on the Committee's form(s), from the examination application form.

Applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S").

Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline of the examination an applicant intends to take.

ALL first-time petitions, requests for expanded accommodations and petitions filed by applicants with a temporary disability must be filed separately from the application for the examination and must be on the Committee's forms. Petitions, with all necessary forms and documentation, must be received by the Committee no later than the testing accommodations petition final filing deadline.

DEADLINES WILL NOT BE EXTENDED.

Petitions should be sent to the San Francisco Office of Admissions. Applicants with disabilities requesting to use a computer must pay the applicable fee. If, however, an applicant's disability directly relates to use of a computer, a request for a refund of the fee paid may be filed with the Testing Accommodations department in San Francisco. The request for a refund must be accompanied by the appropriate documentation.